

**MICHIGAN LONG-TERM CARE SUPPORTS & SERVICES  
ADVISORY COMMISSION POST RETREAT BUSINESS SESSION  
Holiday Inn West Conference Center, Lansing, MI  
January 28, 2009  
Meeting Notes – No Quorum**

**ROLL CALL**

Members Present:

Christine Chesny	Cyndy Viars
Andrew Farmer, Chair	Reverend Charles Williams II
Yolanda McKinney	Toni Wilson
Hollis Turnham	

Ex Officio Members Present:

Mary Ablan, Area Agencies on Aging Association  
Barbara Anders for DHS Director Ahmed  
Peggy Brey for DCH Director Olszewski and Office of LTCSS  
Sharon Gire, Director, Office of Services to the Aging  
Sarah Slocum, State LTC Ombudsman

Office of Long-Term Care Supports & Services Staff Present:

Jane Alexander	Pam McNab
Nora Barkey	Tari Muniz
Joanne Bump	Bob Orme
Bob Buryta	Marlene Simon
Rob Curtner	Stacy Smith
Gloria Lanum	

Guest: Retreat Facilitator, Sue Waechter, Director, Cornerstone Consulting

**AGENDA**

1. Workforce Development Action Items:
  - A. Draft Core Competencies for Certified Nursing Assistants and Hospice Aides and Framework for Desired State Legislation
  - B. Draft State Administrative (Executive Branch) Recommendations for Certified Nursing Assistant and Hospice Aide Training Programs

Commissioner Turnham, on behalf of the Workforce Development Workgroup, presented recommendations on the Core Competencies for Certified Nursing Assistants and Hospice Aides and the Certified Nursing Assistants and Hospice Aide Training Program model. The list of core competencies would be incorporated in all approved training programs. The Workgroup is recommending that the competencies be added to legislation so that the curriculum would be constructed around these competencies. The hours for the training program would be based on how the curriculum is written and whether there are legislative ceiling limits that occur because of costs. Individual programs could add hours but cannot require more than what the legislation would call for. The Workgroup is requesting that the Commission approve these concepts so that they can begin working with the Department to develop legislation.

**Motion** – Commissioner Turnham motioned to approve the draft documents on CNA Core Competencies, desired legislative framework, and draft administrative recommendations for CNA training programs. Commissioner Chesny seconded the motion. The motion was passed by voice vote. Chairperson Farmer will contact absent voting members for their vote.

2. Public Awareness Education & Consumer Participation in the System Workgroup Action Item: Memo on Draft Public Awareness & Education Campaign Recommendations

Chairperson Farmer discussed the memorandum to members of the Public Education/Consumer Participation Workgroup regarding proposed recommendations to the Commission related to public awareness and education. The Workgroup developed four recommendations based on the statewide expansion of the SPE/MLTCC network. Appendix A frames the proposed short-term external action team for outreach and public education (membership and suggested action team goals), and Appendix B lists possible state executive branch possible public awareness campaign targets (departments and possible programs, services, and agencies).

**Motion** – Chairperson Farmer motioned to approve the Public Awareness Education & Consumer Participation Memorandum with the four recommendations related to increasing public awareness of and participation in the long term care system through statewide expansion of the SPE program and that the recommendations be used as the logic models for SPE expansion and Public Education. Commissioner Viars seconded the motion. The motion was passed by voice vote. Chairperson Farmer will contact absent voting members for their vote.

3. Commission 2009 State Budget Revenues Advocacy Letter Draft by Commissioners Slocum, Ewing and Chaney

Sarah Slocum discussed the draft advocacy letter to be mailed to state legislators. There was a decision made back in November that the Commission would write a series of letters through 2009 with the first message about revenues. It was suggested that future letters should include full names of citizens be used or to assist citizens to write their own letters. Chairperson Farmer suggested that the next advocacy letter could focus on the Governor's budget or the economic stimulus package. This will be further discussed at the March meeting.

**Motion** – Commissioner Turnham motioned to approve the state budget revenues advocacy letter, and seconded by Commissioner Viars. The motion was passed by voice vote. Chairperson Farmer will contact absent voting members for their vote.

A brief discussion was held on legislative targets and champions. Commissioner Viars volunteered to talk to various legislators after the budget advocacy letter is mailed. There were no objections to Commissioner Viars meeting with legislators. Chairperson Farmer asked that Commissioner Viars keep a record of who she meets with and to report back to the Commission.

4. 2009 Commission Meeting Schedule: Requested Change of Weekday and Possible Sites Choices and Decisions

Chairperson Farmer polled individual Commissioners regarding resources for travel and the possibility of holding a meeting in the Upper Peninsula. Of those who responded, only a few would be able to afford themselves. Chairperson Farmer stated that he spoke with Mark

Bomberg from the U.P. LTCC who is able to explore offers that would bring price breaks for convening a meeting in that region. Mr. Bomberg also shared the difficulty of people from the U.P. to attend meetings in Lansing when they are scheduled on Mondays because folks do not want to travel on Sundays.

Commissioner Ablan mentioned that UPCAP Director John Mead stated that if the Commission wanted to visit the Long Term Care Connection it would have to be in Escanaba.

Chairperson Farmer suggested tabling this item for another date until there is more interest and resources to plan a meeting in the U.P. It was agreed that this item should be discussed at the next meeting.

5. Discussion of Business Session Actions' Incorporation into New OLTCSS-Commission Strategic Plan and Relationships

Sue Waechter, Retreat Facilitator, provided some reality checks of what might have been affected by the retreat model based on the business conducted. Items that are brought forth should be as proposed additions to the logic model if it is something that is actionable so that it fits into this new framework. Some items might not fit but everything should be documented in one place. Items that require action could be brought forth by Commissioners just like a row in the logic model with objectives and activities. She also suggested using a communication action register at the meetings listing what needs to be communicated to others and who would be responsible. Items discussed were added to the communication action register.

Ms. Waechter also suggested that Project Action Team leaders attend the Commission meetings.

6. Next Meeting, Workgroup Announcements and Adjournment

The next meeting of the Long-Term Care Supports & Services Advisory Commission is scheduled for March 30, 2009 from 10:00 a.m. – 4:00 p.m. and will be held at the Capitol View Building, First Floor Conference Center, 201 Townsend Street, Lansing, MI.

There being no further business, the meeting was adjourned.

**From:** Farmer, Andrew  
**Date:** 2/18/2009  
**Subject:** January 2009 Commission Post Retreat Business Session Decisions

Email votes collected the week following the OLTCCS-Commission post Retreat business session from absent voting members garnered the remaining support needed to discern full Commission adoption of the following Commission actions on public Advisement:

1. Workforce Development Workgroup draft documents on CNA Core Competencies, desired Legislative framework and draft Administrative Recommendations for CNA Training Programs: ADOPTED.
2. Public Awareness Education & Consumer Participation Memo with four recommendations covering statewide LTC awareness initiative based on a successful Campaign for statewide legislated expansion of SPEs; ADOPTED and referred the Memo to Office Project Action Teams assigned to SPE and to Public Education/Participation T.F. Recommendations for implementation via incorporation into respective Logic Models' plans.
3. Commission State Budget Revenues Advocacy Letter draft: ADOPTED.

Please inform your colleagues and external partners as needed and feel free to call me with any questions.

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